



**Personnel**

## **TOWN OF HANOVER**

**550 Hanover Street, Suite 23**

**Hanover, Massachusetts 02339**

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DATE: July 17, 2007

TO: Bulletin Boards at Town Hall, School Department, Library, DPW, and Fire Department

FROM: Personnel Administrator

### **NOTICE OF VACANCY SENIOR CLERICAL INTERMITTENT**

The Town of Hanover is seeking a part-time clerical person to attend evening meetings and record minutes of those meetings. Additional duties such as providing support, coordination, and administration may be added as the needs of the newly-formed Community Preservation Committee are more clearly identified to assist the committee in carrying out the duties defined by M.G.L., C44B and Town By-laws. This position is anticipated to require approximately five to seven hours per week to start.

Associate's degree or equivalent from two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience required. Proficiency with Microsoft Office also required. Municipal experience a plus.

This position will be under the Hanover Personnel By-law, classification 20A/20B, Class E at a rate of \$13.00/hr. - \$15.00/hr., depending on qualifications.

Applications and a job description may be obtained by applying in person at the Office of the Personnel Administrator, 550 Hanover Street, 2nd Floor, Monday through Friday, 8:00 A.M. - 12:00 Noon and 1:00 P.M. - 4:00 P.M. or E-mail cover letter and resume to: [personnel@hanover-ma.gov](mailto:personnel@hanover-ma.gov). This posting will remain open until the position is filled.

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.